Office of the Chief Financial Officer

Integrated Financial Management Program

Core Financial

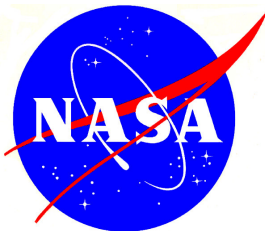*Course Name: Report Generation –*

Purchasing

Data Packet

National Aeronautics and
Space Administration

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TOPIC 3, 4, 6, 7, 9: No data or script/user procedures required.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 1: Select Criteria

In this activity select criteria (e.g., dynamic selection and multiple selection, range and single selection) that will provide information needed from the Fund Status Cumulative query. In addition, save the selected criteria as a variant for later use.

Note: When searching any report/query, complete as much of the search criteria as possible to reduce processing time and the number of records to be found.

FIELD	DATA
Transaction Code	ZNASAST5; ZMM_PUR_AWARD
Fund	SAT29*, HSF542001R-HSF542002R
Fiscal Year	2002
To Fiscal Year	2002

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 2: Drill Down

In certain cases, one may want to see more detailed information concerning a particular record. In SAP, a double-click on a record within the report will drill down to more detailed information. Drilling down will take one to the source document of the record. In this demonstration drill down to more detailed information of a record on the report we ran in the previous activity.

FIELD	DATA
Transaction Code	ZNASAST5; ZMM_PUR_AWARD
Drill down	Fund and Fund Center

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 3: Display Layout

In this activity, adjusting the layout of the report is necessary in order to view the report in a way that better suits my requirements. Sort ascending and descending by a characteristic.

FIELD	DATA
Transaction Code	ZNASAST5; ZMM_PUR_AWARD
Sort ascending	Unliquidated
Sort descending	Committed

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 4: Print and Export a Report

For this activity, print a report and export it to Excel.

Note: The report will not actually be printed due to time constraints and paper waste. Save the report to the desktop and open the file with Microsoft Excel.

FIELD	DATA
Transaction Code	ZNASAST5; ZMM_PUR_AWARD
File Name	(Your name) Report.dat

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 2: BW Report Generation

ACTIVITY 1: Running a BW Query from a Web Browser

In this activity, run the Available Budget Balance – Non-Reimbursable query via the web browser. In addition, utilize the following functions:
- Select criteria
- Filter
- Sort
- Drilldown
- Format the report
- Save the report as a web page
- Export the report to Excel

FIELD	DATA
Report Name	Available Budget Balance – Non-Reimbursable
Center	62
Operating Plan	10
Fiscal Year	2002
Filter Fund	HSF542002D, HSF542001D, and HSF522002D
Filter Fund Center	62-376-10 62-377-26 62-721-10 62-721-25 62-721-26 62-721-30 62-721-40
Drilldown in the Rows	Fund Center
Export	MS Excel 2000 File

NOTE: To complete activity, refer to the Running a BW 3.0 Query from a Web Browser user procedure within the User Procedure packet.

TOPIC 5: Purchasing Award Document Detail Analysis

ACTIVITY 1: Purchasing Award Document Detail Analysis

A request for a report containing details concerning contract awards with Validity Start Dates between 6/15/2002 and 6/30/02 was received. Run the report.

FIELD	DATA
Transaction Code	ZMM_PUR_AWARD
Document Number	*NAS8-*
Validity Start Date	06/15/2002 – 06/30/2002
Plant	MSFC

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the User Procedure packet.

TOPIC 8: Generate Adhoc Queries/Report - Requisitions

ACTIVITY 1: Generate Adhoc Queries/Report - Requisitions

A request for a report containing a list of the PRs citing WBS element 62-957-10-10 in September was received. . Use the PRRPT30 – Status of PRs – Fiscal Period Counts query to fulfill the request.

FIELD	DATA
Report Name	PRRPT30 – Status of PRs – Fiscal Period Counts
Plant	MSFC
Purchasing Organization	MSFC
Fiscal Year Selection Period	12/2002
Drilldown in the Rows	WBS Element
Filter WBS element	62-957-10-10
Export	MS Excel 2000 File

NOTE: To complete activity, refer to the Running a BW 3.0 Query from a Web Browser user procedure within the User Procedure packet.